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Eligibility CriteriaOffice of Human Resources

The employee must:

- be a current full-time or part-time permanent EPA employee, custodial parent(s) or legal guardian(s) of the child or children from birth to age 13, or disabled children through age 18;
- certify that the child (or children) has been accepted or is currently enrolled with a licensed child care provider;
- certify whether or not the employee is receiving state/local or Federal agency subsidy for child care;
- certify that the employee is not participating personally and substantially in particular matters involving the financial interests of the Agency or child care facility, as it relates to deciding whether the subsidy should be approved.



Employees eligible to receive tuition assistance will not receive assistance from EPA when they are no longer employed by the agency.

Employees who fail to inform EPA of any changes in status (i.e., information provided on their application -- family income level, child care provider, ages of children, etc.) may jeopardize their chance of receiving tuition assistance through EPA's child care tuition assistance program.

Definition of a Child

As provided in the regulations that implement Public Law 106-58, for the purpose of this program, a child is considered to be:

- A biological child who lives with the Federal employee
- An adopted child;
- A stepchild;
- A foster child;
- A child for whom a judicial determination of support has been obtained; or
- A child to whose support the Federal employee who is a parent or legal guardian makes regular and substantial contributions.

The law covers the children of Federal employees, excluding contract employees, from birth through age 18. The amount of assistance employees can receive depends on their total family income (reference line 22 on the Internal Revenue Service (IRS) Tax Return Form 1040, or Line 14 on the IRS Tax Return Form 1040A) and the amount they pay for child care. The chart below shows the percentage of their total child care costs that EPA will pay based on their total family income between January 1 and December 31 of the same year.

If Employee's Total Family Income is then EPA Will Pay This Percentage of Employee's Child Care Costs
More than \$75,000	0 percent
\$51,000 - \$75,000	25 percent
\$36,000 - \$51,000	45 percent
Less than \$36,000	65 percent

The award EPA pays will be reduced by the amount of other state or local child care subsidies received. The employee is responsible for determining his or her income tax situation. The Internal Revenue Service Publication 503, "Child and Dependent Care Expenses" (PDF) (19 pp, 2.2 MB, [About PDF](#)) is a tax resource that may be helpful. Employees may wish to consult a tax advisor.

- [your Child Care Coordinator](#)
- the National Program Manager, [Christina Hines](#), 202-566-1989
- [The Child Care Tuition Assistance Program website](#)

In addition, an applicant may be contacted for clarification on his or her tuition assistance application. The following documents will be required:

1. Pay statements for the two most recent pay periods for each parent or guardian;
2. A copy of the most recent Federal and State income tax returns for each parent or guardian; and
3. A completed [OPM Form 1644, Child Care Provider Information form for the Child Care Subsidy Program for Federal Employees \(PDF\)](#) (x pp, 2.4 MB, [About PDF](#)) signed by the child care provider, and a copy of the child care provider's most recent license or statement of compliance with State and/or local child care regulations. (Note: If care is provided by more than one child care provider, a completed Form 1644 and accompanying documentation must be submitted for each provider.)

Applicants are responsible for providing the [Child Care Provider Information Form, OPM Form 1644 \(PDF\)](#) (2 pp, 2.5 MB, [About PDF](#)) to the child care provider, and returning it to the contractor along with the employee's [Child Care Application Form, OPM Form 1643 \(PDF\)](#) (2 pp, 278 K, [About PDF](#)). Both forms should be mailed to the contractor at the following address:

FEEA
EPA Child Care, Suite 200
8441 West Bowles Avenue
Littleton, CO 80123-9501

This page was last updated on 04/25/2018

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